

JIU PARK

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Summary

- Driven freelancer with aptitude for conveying emotions, style and content of both Korean and English speakers. Excellent people skills and great attention to details. Motivated to learn and expand one self in various fields.
- Creative and energetic teacher who is able to meet the students from where they come from; individualizing the content of studies to catch and maintain their interests.

Skills

- Skilled interpreter and translator
- Conflict resolution (Trained in Restorative Circle and Non-violent Communication)
- Self-motivated professional
- Organization and Time management
- Active listening
- Friendly, positive attitude (Trained in DIR Floortime)
- Reliable and trustworthy

Work Experience

Language Coordinator | Hyundai Engineering & Construction - Busan, Pusan | 07/2022 - Current

- Worked as a language coordinator in a Data Center project by Microsoft.
- Delivered real-time, accurate oral translations and interpretations for clients.
- Drafted reports and presentation materials & MOMs for meetings such.
- Kept registers and logs for documents
- Conducting weekly progress report meetings and assist the project manager
- Sat in Risk Management meetings and created meeting minutes
- Call-ups to instruct/track follow-up actions with the Client and subcontractors
- Assist in on-boarding training and administration with platforms such as documentation archiving (Procore, DAMS)
- Supporting coordination on events (such as Anti-Bribery and Corruption workshops, APAC forums and more)
- Translated essential materials from both EN to KOR and vice versa(MSRAs, RFPs, SARs, management plans and more).
- Proofread, edited and revised translated documents.

Translator and Interpreter | Kistemp_Sony Korea - Yeongdeongpo, Seoul | 05/2022 - 07/2022

- Translated client documents between languages.
- Proofread translations to identify and correct punctuation, grammatical and translation errors.
- Interpreted conference calls and other workplace communications in real-time.
- Researched information on market trends and competitor data products.

English to Korean Translator | Korea FEDCs Institute - Seoul | 01/2022 - 12/2022

- Participated in a publishing translation project for 5 books related to DIR Floortime.
- Supplied thorough, accurate and ethical interpreter services for individuals with limited English speaking skills.
- Provided appropriate contextual information to increase clients understanding of translations.
- Clarified issues related to meanings of words, concepts, practices or behaviors.
- Prioritized and organized tasks to efficiently accomplish service goals.

Consecutive Interpreter (Eng&Kor) | Non-violent Peace Wave - Seoul | 09/2021 - 11/2022

- Delivered real-time, accurate oral translations and interpretations for clients in the seminar inviting Dominic Barter, the founder of the Restorative Circle (conflict resolution model).
- Supplied thorough, accurate and ethical interpreter services for individuals with limited English speaking skills.
- Upheld original emotion, tone, context and content of original messages.
- Interpreted conference calls and other workplace communications in real-time.

English Language Tutor | AMS - Seoul | 05/2020 - 02/2022

- Worked as an English teacher for students of age 5 to 14
- Developed tailored curriculum and creative ways of learning for consistent motivation
- Evaluated progress and kept record of students' performance & created reports
- Conducted parent meetings and provided regular consultation to discuss student challenges, behavior modification and performance
- Carried out parent training sessions for student-tailored English education at home based on DIR Floortime play therapy

Freelance Interpreter | Korea FEDCs Institute - Seoul | 07/2021 - 07/2021

- Provided oral interpretations(both sequential and simultaneous) for a brief business meeting between Sunstone Technology, Norway, and a team professors from Severance Hospital, Yonsei university, and Beaksuk university.

Freelance Translator and Interpreter | Korea FEDCs Institute | 01/2017 - 01/2020

- Worked as interpreter and coordinator on a long-term project to bring the developmental therapy model, DIR Floortime into Korea as multiple sessions of project-based workshops and seminars were to be conducted in Korea.
- Assisted in coordination of workshops and events and acted as the contact point between the Headquarters, American supervisors, the Korean project managers and Korean professionals
- Provided both simultaneous and consecutive interpretation of lengthy workshops
- Conferred subject matter with the professionals to establish accurate understanding of specialized concepts
- Assisted in the process of localizing the model with terminology, cultural aspects and standardized evaluation tools.
- Translated presentation materials and study cases in both languages.
- Provided cultural input to speakers to help parties who did not speak similar languages communicate with and understand one another, especially regarding to video sessions, parent coaching and family dynamics.
- Listened to non-English/Korean video dialogues and developed translation into target language to prepare subtitle scripts.

Translator | KoreanRe Reinsurance - Seoul | 10/2019 - 11/2019

- Translated documents: The training manual of reinsurance from Korean to English.
- Translated 300 pages within 15 days.

English Language Tutor | OTP - Seoul | 01/2018 - 11/2019

- Worked 1:1 or 1:2 with Korean adults to help improve their English speaking.
- Created original resources and curriculums including boardgames, role-playing situations and therapeutic self-finding materials.
- Wrote custom materials for teaching concepts and material to supplement or replace standard materials to add interest, focus on specific concepts and meet learning needs of student population.

Freelance Translator | Hansol Education - Seoul, Mapo | 08/2017 - 11/2017

- Translated teacher-training manuals and textbooks in the area of English, Math and Creative thinking into English.
- Transcreated Korean songs and folk tales.

Macquaire | Sydney, Australia | Expected in 12/2023

Master of Arts: Interpretation And Translation

- English to Korean / Korean to English interpretation.
- English to Korean / Korean to English translation.
- Audio-translation.
- Conference interpretation (simultaneous).

Songkonghoe University | Seoul, Republic Of Korea | 02/2016

Bachelor of Arts: English

Certifications

ITT Business Interpretation: Oct, 2019
ITT Business Translation: Oct, 2019
DIR Floortime Provider & Parent coach: Dec, 2020

Languages

Korean: First Language

English: C2

Proficient

Additional Information

Trainings:

- **DIR Floortime: 201, 202, 203.**

DIR Floortime is a Developmental, Individualized, Relationship-based model that focuses on the development of the client, and is used in various field such as speech-language therapy, occupational therapy, play therapy, and education. It helped me to create a focused bond with those I work with, be more responsive and interactive with them.

- **Restorative Circle (Conflict Resolution)**

Restorative circle is a model to resolve conflict not only between two people, but in groups as well. This has helped me to be more reflective of what is being said and to understand the intention beneath it, rather than the literal spoken words. Becoming a part of my attitude in life, I have learned ways to face conflict in a non-intrusive way.